

**Metropolitan Transportation Commission
2002 Regional Transportation Improvement Program (RTIP)
2002 RTIP Project Application**

Project sponsors must submit a completed project application for each project proposed for funding in the 2002 RTIP. The application consists of the following four to five parts and are available on the internet (as applicable) at: <http://www.mtc.ca.gov/funding.htm>

1. Resolution of local support *
- 1b. Opinion of legal counsel *
2. Local agency certification of assurances
3. Project Study Report (PSR), or equivalent
4. RTIP project nomination sheet (with maps) (must be submitted electronically)
5. Copy of State-Only Funding Request Exception Form (Only if requesting state-only funding and the project is not on pre-approved state-only eligible funding list. Original request is to be submitted directly to Caltrans HQ Budgets for processing and approval prior to MTC submittal of the RTIP to the CTC on December 15, 2001).

- * Project sponsor has the option to incorporate language into the Resolution of Local support – see note below

* NOTE: Project sponsors have the option of consolidating the ‘Opinion of Legal Counsel’ within the Resolution of Local Support, by incorporating the following statements into the Resolution of Local Support:

Resolved, that (agency name) is an eligible sponsor of projects in the State Transportation Improvement Program; and be it further

Resolved, that (agency name) is authorized to submit an application for State Transportation Improvement Program funds for (project name); and be it further

Resolved, that there is no legal impediment to (agency name) making applications for Regional Improvement Program funds; and be it further

Resolved, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of (agency name) to deliver such project; and be it further

If the above language is not provided within the Resolution of Local Support, an Opinion of Legal Counsel is required as provided in Part 1b

RTIP Project Application

Part 1: Sample Resolution of Local Support

Resolution No. _____

Whereas, SB 45 (Chapter 622, Statutes 1997) substantially revised the process for estimating the amount of state and federal funds available for transportation projects in the state and for appropriating and allocating the available funds to these projects; and

Whereas, as part of that new process, the Metropolitan Transportation Commission (MTC) is responsible for programming projects eligible for Regional Improvement Program funds, pursuant to Government Code Section 14527(b), for inclusion in the Regional Transportation Improvement Program, and submission to the California Transportation Commission, for inclusion in the State Transportation Improvement Program; and

Whereas, MTC has requested eligible transportation project sponsors to submit applications nominating projects to be programmed for Regional Improvement Program funds in the Regional Transportation Improvement Program; and

Whereas, applications to MTC must be submitted consistent with procedures, conditions, and forms it provides transportation project sponsors; and

Whereas, (agency name) is a sponsor of transportation projects eligible for Regional Improvement Program funds; and

Whereas, the RTIP project nomination sheet of the project application, attached hereto and incorporated herein as though set forth at length, lists the project, purpose, schedule and budget for which (agency name) is requesting that MTC program Regional Improvement Program funds for inclusion in the Regional Transportation Improvement Program; and

Whereas, Part 2 of the project application, attached hereto and incorporated herein as though set forth at length, includes the certification by (agency name) of assurances required by SB 45 in order to qualify the project listed in the RTIP project nomination sheet of the project application for programming by MTC; now, therefore, be it

Resolved, that (agency name) approves the assurances set forth in Part 2 of the project application, attached to this resolution; and be it further

Resolved, that (agency name) has reviewed the project and has adequate staffing resources to deliver and complete the project within the schedule set forth in the RTIP project nomination sheet of the project application, attached to this resolution; and be it further

Resolved, that (agency name) is an eligible sponsor of projects in the State Transportation Improvement Program; and be it further

Resolved, that (agency name) is authorized to submit an application for State Transportation Improvement Program funds for (project name); and be it further

Resolved, that there is no legal impediment to (agency name) making applications for Regional Improvement Program funds; and be it further

Resolved, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of (agency name) to deliver such project; and be it further

Resolved, that (agency name) authorizes its (Executive Director, General Manager, or his/her designee) to execute and file an application with MTC to program Regional Improvement Program funds into the Regional Transportation Improvement Program, for the projects, purposes and amounts included in the project application attached to this resolution; and be it further

Resolved, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the (agency name) application referenced herein.

RTIP Project Application

Part 1b: Sample Opinion of Legal Counsel

Project sponsors have the option of including specified terms and conditions within the Resolution of Local Support as included in Part 1. If a project sponsor elects not to include the specified language within the Resolution of Local Support, then the sponsor shall provide MTC with a current Opinion of Counsel stating that the agency is an eligible sponsor of projects for the State Transportation Improvement Program; that the agency is authorized to perform the project for which funds are requested; that there is no legal impediment to the agency applying for the funds; and that there is no pending or anticipated litigation which might adversely affect the project or the ability of the agency to carry out the project. A sample format is provided below.

(Date)

To: Metropolitan Transportation Commission
Fr: (Applicant)
Re: Eligibility for State Transportation Improvement Program (STIP) funds

This communication will serve as the requisite opinion of counsel in connection with the application of (Applicant) _____ for funding from the State Transportation Improvement Program (STIP) made available pursuant to the State Transportation Funding Plan, Streets and Highways Code Section 163 et. seq.,

1. (Applicant) _____ is an eligible sponsor of projects for the STIP.
2. (Applicant) _____ is authorized to submit an application for STIP funding for (project) _____.
3. I have reviewed the pertinent state laws and I am of the opinion that there is no legal impediment to (Applicant) _____ making applications for STIP funds. Furthermore, as a result of my examinations, I find that there is no pending or threatened litigation which might in any way adversely affect the proposed projects, or the ability of (Applicant) _____ to carry out such projects.

Sincerely,

Legal Counsel

Print name



RTIP Project Application
Part 2: Certification of Assurances

The implementing agency certifies that the project for which Regional Improvement Program funding is requested meets the following project screening Criteria. **Please initial each.**

1. The project is eligible for consideration in the RTIP. Pursuant to Streets and Highways Code Section 164 (e), eligible projects include improving state highways, local roads, public transit, intercity rail, pedestrian, and bicycle facilities, and grade separation, transportation system management, transportation demand management, soundwall projects, intermodal facilities, and safety. _____
2. For the funds requested, no costs have/will be incurred prior to adoption into the STIP by the CTC. _____
3. A Project Study Report (PSR) or PSR equivalent has been prepared for the project. _____
4. The project budget included in Part 2 of the project application reflects current costs updated as of the date of application and escalated to the appropriate year. _____
5. The project is included in a local congestion management program (CMP). (Note: For those counties that have opted out of preparing a CMP in accordance with Government Code Section 65088.3, the project must be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation planning agency.) _____
6. The year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project. _____
7. The project is fully funded. _____
8. For projects with STIP federal funds, the implementing agency agrees to contact Caltrans and schedule and complete a field review within six months of the project being adopted or amended into the STIP. _____
9. For STIP construction funds, the implementing agency agrees to send a copy of the Caltrans LPP 01-06 "Award Information for STIP Projects – Attachment A" to MTC and/or the CMA, upon award. _____
10. The implementing agency agrees to be available for an audit of STIP funds, if requested. _____

The implementing agency also agrees to abide by all rules and regulations applying to the State Transportation Improvement Program (STIP), and to follow all requirements associated with the funds programmed to the project in the STIP. _____

These include, but are not limited to:

1. Environmental requirements: NEPA standards and procedures for all projects with Federal funds; CEQA standards and procedures for all projects programmed with State funds.
2. California Transportation Commission (CTC) requirements for transit projects, formerly associated with the Transit Capital Improvement (TCI) program. These include rules governing right-of-way acquisition, hazardous materials testing, and timely use of funds.
3. Federal Transit Administration (FTA) requirements for transit projects as outlined in FTA regulations and circulars.
4. Federal Highway Administration (FHWA) and Caltrans requirements for highway and other roadway projects as outlined in the Caltrans Local Programs Manual.
5. Federal air quality conformity requirements, and local project review requirements, as outlined in the adopted Bay Area Conformity Revision of the State Implementation Plan (SIP).

RTIP Project Application

Part 3: Project Study Report (PSR), or equivalent

The required format of a PSR or PSR equivalent varies by project type. The following table categorizes PSR and PSR equivalent requirements by project type. Additional guidance on how to prepare these documents is available on the internet at the addresses indicated below, or from MTC.

Project Study Report (PSR) Requirements PSR and Equivalents by Project Type

Project Type	Type of Document Required *	Where to get more information
State Highway	Full PSR or PD/ENV Only	http://www.dot.ca.gov/hq/oppd/pdpm/apdx.htm/apdx_1/apdx_1.htm http://www.dot.ca.gov/hq/oppd/pdpmb/pdp.htm
Local Roadway a. rehabilitation b. capacity increasing or other project	PSR for local rehabilitation PSR equivalent – project specific study with detailed scope and cost estimate	http://www.dot.ca.gov/hq/LocalPrograms/ then look in “Local Programs Publications” and “PSR for local rehab.” In most cases completing the Preliminary Environmental Study and Field Review forms in the Local Assistance Procedures Manual should be sufficient. These forms can be found at: <u>Preliminary Environmental--</u> http://www.dot.ca.gov/hq/LocalPrograms/ then look in “publications” and “local assistance manuals” chapter 6 pg 35. <u>Field Review --</u> http://www.dot.ca.gov/hq/LocalPrograms/ “publications” and “local assistance manuals” chapter 7 pg 11.
Transit	State of California Uniform Transit Application	http://www.dot.ca.gov/hq/MassTrans/tfund.htm
Traffic Congestion Relief (TCR) Program projects (Specific phase)	TCR program application for the phases of work included in the TCR application	For a Traffic Congestion Relief (TCR) Program project, a TCR program application is considered a PSR equivalent for the phases of work included in the TCR application http://www.dot.ca.gov/tcrp
Other	PSR equivalent with detailed scope and cost estimate	To be determined on a case by case basis

* In some instances a Major Investment Study (MIS) prepared under federal guidance may serve as a PSR equivalent where information provided is adequate for programming purposes.

RTIP Project Application

Part 4: RTIP Project Nomination Sheet

PROJECT INFORMATION									
<u>County</u>	<u>TIP ID</u>	<u>PPNO</u>	<u>District</u>	<u>EA</u>	<u>Project Title/Name</u> (50 character maximum)				
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
<u>Implementing Agency</u>					<u>Project Sponsor</u>				
<input style="width: 100%;" type="text"/>					<input style="width: 100%;" type="text"/>				

PROJECT LOCATION									
<u>Route</u>	<u>Back Ahead</u>	<u>Area</u>	<u>State Assembly Districts</u>				<u>State Senate Districts</u>		<u>Congressional Districts</u>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 28				<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 13 <input type="checkbox"/> 15		<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16
Miles	<input style="width: 100%;" type="text"/>								
(Primary) KM	<input style="width: 100%;" type="text"/>								
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>								
Miles	<input style="width: 100%;" type="text"/>								
(Secondary) KM	<input style="width: 100%;" type="text"/>								

PROJECT DELIVERY MILESTONES					
<u>Document Milestones</u>		<u>Document Type</u>		<u>Date (mm/dd/yy)</u>	
<u>Project Study Report (PSR) Complete:</u>		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
<u>Scheduled Circulation of Draft Environmental Document</u>		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
<u>Project Schedule</u>	<u>Quarter</u>	<u>FY</u>	<u>Project Schedule</u>	<u>Quarter</u>	<u>FY</u>
Start Environmental Studies	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	R/W Certification	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Final Environmental Document Complete	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Advertise Construction (Ready to List)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Begin Design Engineering	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Start Construction (Award)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Final Plans, Specs and Estimates	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Start Rolling Stock Acquisition (if applicable)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Start R/W Activities/Acquisitions	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Project Completion (Open for Use)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

PROJECT DESCRIPTION		
<u>Project Mode</u>	<u>Project Type</u>	<u>Project Purpose</u>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<u>Description, Location and Project limits</u> (brief - 180 characters)		
<input style="width: 100%;" type="text"/>		
<u>Scope of work (Detailed Description)</u>		
<input style="width: 100%;" type="text"/>		
<u>Transportation problem to be addressed and Description of project benefits</u>		
<input style="width: 100%;" type="text"/>		

RTP INFORMATION	
RTP ID: <input style="width: 100%;" type="text"/>	RTP Corridor: <input style="width: 100%;" type="text"/>
<u>Relationship of Project to RTP</u>	
<input style="width: 100%;" type="text"/>	

**2002 RTIP Nomination
Metropolitan Transportation Commission (MTC)
Regional Transportation Improvement Program (RTIP)**

PROJECT INFORMATION					
<u>County</u>	<u>TIP ID</u>	<u>PPNO</u>	<u>District</u>	<u>EA</u>	<u>Project Title/Name</u> (50 character maximum)
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
<u>Implementing Agency</u>			<u>Project Sponsor</u>		
<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>		

FUNDING INFORMATION													
Summary Data													
	Prior and Existing Funding				Change in Funding						Additional Need		Total
	STIP		Other		RTIP/ Grandfathered		ITIP		Other		Other		
	RTIP/ITIP/ GF-STIP	Non-STIP Contributions	Added or Subtracted	Added or Subtracted	Non-STIP Added or Subtracted	Non-STIP Added or Subtracted	Existing + Change + Additional						
Component	FY	Amount	FY	Amount	FY	Amount	FY	Amount	FY	Amount	FY	Amount	Amount
PA&ED / ENV		\$0		\$0		\$0		\$0		\$0		\$0	\$0
PS&E		\$0		\$0		\$0		\$0		\$0		\$0	\$0
RW SUP (CT)		\$0		\$0		\$0		\$0		\$0		\$0	\$0
CON SUP (CT)		\$0		\$0		\$0		\$0		\$0		\$0	\$0
RW		\$0		\$0		\$0		\$0		\$0		\$0	\$0
CON		\$0		\$0		\$0		\$0		\$0		\$0	\$0
TOTALS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
<u>Expected sources of ADDITIONAL FUNDING</u> (identified above as "ADDITIONAL NEED") to complete project.													
FUNDING SOURCE Category <u>Special Funding Conditions or Terms</u> <input type="radio"/> STATE ONLY <input type="radio"/> FEDERAL ONLY <input type="radio"/> FED/STATE SPLIT													
FUNDING REQUEST Project Explanation for Amendment <input checked="" type="radio"/> NEW STIP/ TIP PROJECT <input type="radio"/> AMENDMENT TO EXISTING PROJECT													
<u>FTA Grant Type</u> <u>FTA Application Date</u> <u>FTA Grantee</u> <input style="width:100%;" type="text"/> <input style="width:100%;" type="text"/> <input style="width:100%;" type="text"/>													

CONTACT INFORMATION					
Primary					
Name:	Agency:	Title:			
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>			
Mailing Address:	Telephone:	Fax Number:			
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>			
City:	State:	Zip Code:	E-mail Address:		
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>		
Alternate					
Name:	Agency:	Title:			
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>			
Mailing Address:	Telephone:	Fax Number:			
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>			
City:	State:	Zip Code:	E-mail Address:		
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>		

2002 RTIP Nomination
Metropolitan Transportation Commission (MTC)
Regional Transportation Improvement Program (RTIP)

PROJECT INFORMATION						
<u>County</u>	<u>TIP ID</u>	<u>PPNO</u>	<u>District</u>	<u>EA</u>	<u>Project Title/Name</u> (50 character maximum)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Implementing Agency</u>				<u>Project Sponsor</u>		
<input type="text"/>				<input type="text"/>		
MAP						

Insert Map(s)

[illegible]

**2002 RTIP Nomination
Metropolitan Transportation Commission (MTC)
Regional Transportation Improvement Program (RTIP)**

County	PPNO	District	EA	MPO ID	Implementing Agency	Project sponsor	Project Name

	Prior	01/02	02/03	03/04	04/05	05/06	Later	Total
Existing Total Project Cost								
PA&ED / ENV								
PS&E								
RWSUP (CT)								
CONSUP (CT)								
ROW								
CONST								
TOTALS								

	Prior	01/02	02/03	03/04	04/05	05/06	Later	Total
Proposed Total Project Cost								

ADDITIONAL FUNDING NEEDS (funding not yet committed)								
TOTALS	\$	-	\$	-	\$	-	\$	-

COMMENTS



RTIP Project Application
Part 5: State-Only Funding Request
Sample Format

REQUEST FOR STATE ONLY FUNDING FOR STIP PROJECT

Local Agency Letterhead

To: Rick Terry
Chief, Division of Budgets
1120 'N' Street - MS 24
P.O. Box 942874
Sacramento, CA 94274-0001

Date:

From:

Re: Request for State-only funding for STIP project

It is recommended that the California Transportation Commission be requested to vote **AMOUNT** from **DESCRIPTION OF FUNDING SOURCE (BOTH FEDERAL & STATE)** funds in the **FISCAL YEAR** fiscal year for the following project:

PROJECT DESCRIPTION:

JUSTIFICATION:

- A. Type of work
- B. Need for Project/Proposed Improvements
- C. Status of Project
 - 1) Environmental Clearance Status
 - 2) R/W Clearance Status (If currently R/W certified as #3, when will the certification be upgraded to a #1 or #2?)
 - 3) Status of Construction (if applicable)
- D. Total Project Funding Plan By Fiscal Year (list all funding sources and anticipated fund usage by year)
- E. Allocation
 - 1) Amount of allocation request:
 - 2) Is this a partial allocation request? ☐ YES ☐ NO
 - 3) If this is a partial allocation, what will be the total cost of the project?

When will the additional allocation be needed?
 - 4) Is the project identified as State-Only in the adopted programming document? ☐ YES ☐ NO
 - 5) If requesting State-Only funding, please state specific reasons per project funding policy:
- F. Advertisement: We request that this project be advertised in **MONTH, YEAR**.

